

# Registration Information

## Registration Begins:

- Resident/Member Mail, Fax, Walk-in, Phone, Internet:  
**Thursday, May 22, 8:30 am**
- Nonresident/Nonmember Mail, Fax, Walk-in, Phone, Internet;  
**Tuesday, June 3, 8:30 am**

## Registration Deadlines:

- Please note the registration deadline for all activities is two weeks prior to the start of the class unless otherwise noted.
- A program may be cancelled if registration is insufficient. If a program is cancelled, we will contact you. You may then select an alternate program, request a credit or a refund.
- Late registrations will be accepted if space is available.

## Registration Form and Payment:

- Complete the registration form. You may combine recreation activity fees in one check, made payable to the City of Rockville. Note: \$35 returned check charge.
- Visa and Master Card also are accepted for payment.

## Credits and Refunds:

- Credits to the family account will be made automatically should staff cancel a course.
- Requests for a refund/credit must be in writing, only will be issued for medical reasons and must be accompanied by a letter from your doctor. Refunds will be subject to the following administrative fees: Classes: \$10; Childcare: \$50; Senior Programs: \$10; Sports Leagues: \$100; Trips: \$10. No fee will be charged if family account is credited or if transferred to another program. Refunds will be prorated if program has started. Only credits will be given for registrations under \$20 (exception: Senior programs).

## Transfers:

- Requests are subject to availability. All requests must be in writing. Registrations cannot be transferred from one registrant to another due to waiting lists. A \$25 fee will be assessed for child care programs.

## Discounts:

- Multiple class discounts may not be combined. Only one discount will be applied per person/per registration (select multiple class discount or Senior discount).

## Facilities:

- Program locations may be changed due to MCPS facility availability.

## Rockville Youth Recreation Fund:

- Financial assistance is available to City residents. Refer to page 68 or call 240-314-8620 for more information.

## Satisfaction Guarantee:

- The Department is committed to providing quality programs and facilities. If you are unhappy with our services, we want to know! We will suggest another program for you to try, or if you prefer, we will give you a full credit or refund your money. That's our "Customer Satisfaction Guarantee."

## Five Easy Ways to Register!



**Most convenient method.**  
Available 24 hours a day  
7 days a week.



**1. Online:** [www.rockvillemd.gov](http://www.rockvillemd.gov)  
click on



**2. Telephone:** 301-762-4284



**3. Fax to:**

- Rockville City Hall - 240-314-8659
- Rockville Municipal Swim Center - 240-314-8759
- Rockville Senior Center - 240-314-8809
- Croydon Creek Nature Center - 240-314-8779
- Lincoln Park Comm. Center - 240-314-8789
- Twinbrook Comm. Rec. Ctr. - 240-314-8839



**4. Mail to:**

- Rockville City Hall, Dept. of Rec. & Parks  
111 Maryland Ave., Rockville, MD 20850
- Rockville Municipal Swim Center  
355 Martins La., Rockville, MD 20850
- Rockville Senior Center  
1150 Carnation Dr., Rockville, MD 20850
- Croydon Creek Nature Center  
852 Avery Rd., Rockville, MD 20851
- Lincoln Park Comm. Center  
357 Frederick Ave., Rockville, MD 20850
- Twinbrook Comm. Rec. Center  
12920 Twinbrook Pky., Rockville, MD 20851



**5. Walk-In:**

- City Hall, Swim Center, Senior Center, TCRC, LPCC & Croydon Creek Nature Center.  
Monday through Friday, 8:30 a.m. - 4:30 p.m.



**CITY OF ROCKVILLE REGISTRATION FORM - SUMMER 2008****FAMILY INFORMATION:**

Home Family Phone # \_\_\_\_\_

**MAIN CONTACT:**

(last) \_\_\_\_\_ (first) \_\_\_\_\_ DOB: / / Sex: M/F

Family Address: \_\_\_\_\_  
(street) (apt.#) (city & state) (zip)

E-mail Address: \_\_\_\_\_ Business Phone # \_\_\_\_\_

**SECOND FAMILY CONTACT:**

(last) \_\_\_\_\_ (first) \_\_\_\_\_ DOB: / / Sex: M/F

Address: \_\_\_\_\_  
(street) (apt.#) (city & state) (zip)

Home Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

**EMERGENCY CONTACT: (other than parent or adult participant)**

(first) \_\_\_\_\_ (last) \_\_\_\_\_ Phone \_\_\_\_\_

**PROGRAM PARTICIPANT:**

(last) \_\_\_\_\_ (first) \_\_\_\_\_ DOB: / / Sex: M/F

School Attending (if applicable) \_\_\_\_\_ Grade \_\_\_\_\_ (2007-08)

Course # \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee \$ \_\_\_\_\_

Course # \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee \$ \_\_\_\_\_

By registering for a City of Rockville activity, the participant agrees to the "Release, Waiver, Assumption of Risk and Consent" on page 69 of the Summer, 2008 Recreation Guide.

**METHOD OF PAYMENT:**

Subtotal \$ \_\_\_\_\_

Coupon/Gift Certificate \$ \_\_\_\_\_

Discount: \_\_\_\_\_ Rec. Fund \_\_\_\_\_ Sr. Ctr. Mem. \_\_\_\_\_ Multi-Course \$ \_\_\_\_\_

Contribution to Recreation Fund \$ \_\_\_\_\_

TOTAL AMOUNT \$ \_\_\_\_\_

\_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Check # \_\_\_\_\_ (payable to "City of Rockville")

Credit Card# \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only: Circle mail in - walk in - fax - drop off check \_\_\_\_ cash \_\_\_\_ charge \_\_\_\_ Other \_\_\_\_\_

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Total Paid: \$ \_\_\_\_\_

Fax to: 240-314-8659